

CHIEF FIRE APPARATUS TECHNICIAN

(Promotional class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible supervisory and technically skilled position, the primary duties of which are planning and supervising the repair of fire department apparatus and fire fighting equipment. Work involves the supervising all subordinate personnel assigned to the division, maintaining an adequate supply of parts and equipment, and maintaining records to document the activity of the division. Employee is subject to twenty-four hour, seven-day-a-week call. Chief Fire Apparatus Technician performs the majority of assigned duties independently, with work reviewed by the Chief of Special Services.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Plans, directs, and supervises the activities of the department. Observes operations, evaluates, and takes steps to correct any problems observed. Recommends needed changes in department policy or procedures as applied to the division. Investigates all accidents involving department automotive equipment, determines cause, and formulates procedure to avoid future accidents. Acts as a consultant for volunteer departments in surrounding areas.

Participates in any training required by the department. Provides informal "on-the-job" training for new employees.

Purchases or recommends the purchase of equipment and supplies, keeping such purchases within the established budget. Writes specifications for new department fire apparatus equipment and accessories. Prepares specifications for public bid.

Tests, inspects, repairs and maintains fire fighting apparatus, vehicles, fire fighting equipment, and small power tools. Diagnoses mechanical problems from information supplied by firefighters and determines what repairs are needed. Inspects repairs to determine that repairs were effectively accomplished.

Receives delivery of all major new firefighting equipment to test, inspect, and insure that equipment meets required specifications.

Supervises the preparation and maintenance of records and

reports of the division by reviewing records completed by subordinates and periodically inspecting systems and facilities for maintaining such. Personally completes all forms and records required.

Supervises subordinate department employees. Assigns work and work schedules to subordinates. Approves leave. Evaluates work performance of subordinates and discusses evaluation with subordinates. Writes employee evaluation reports. Provides assistance to subordinates in technical areas of work. Resolves employee complaints and grievances.

Maintains division inventory of supplies and equipment. Reorders all supplies and equipment needed by the division. Meets with sales representatives to review products and make decisions or recommendations on purchasing for the automotive division.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Before promotion must pass a medical examination, prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Assistant Chief Fire Apparatus Technician.

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08-19-93
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